



DEPARTMENT OF THE ARMY
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3 June 2005

PECP-HRP

MEMORANDUM FOR CIVILIAN HUMAN RESOURCES REGIONAL DIRECTORS

SUBJECT: Recruitment for Medical Positions and Medical Cell Procedures –
Civilian Human Resources Agency (CHRA) Guidance Memo No. 14-05

1. This memo supersedes CPOCMA Guidance Memos 00-41, dated 20 October 2000, 00-32, dated 18 September, 2000 and CHRA Guidance Memo 17-04, dated August 9, 2004.

2. This memo combines guidance memos 00-41 and 17-04 for staffing positions at the Department of the Army (DA) medical treatment facilities.

a. Recruitment for Medical Positions:

(1) The North Central Civilian Personnel Operations Center (NCCPOC) is responsible for delegated examining for the 18, 2-grade interval series listed in the enclosure. The Medical Cell (MEDCELL) will recruit for permanent, full-time positions only. In addition, the NCCPOC MEDCELL will provide delegated examining services for all permanent medical positions for which we have DoD/OPM direct hiring authority and for which the manager does not have a name request. A list of the occupational series covered by direct hire is enclosed.

(2) All temporary, term, and less than full-time recruitment will be handled by the respective region as well as permanent recruitment with a name request. The CPOCs should work closely with the Civilian Personnel Advisory Centers (CPACs) that service medical treatment facilities to project staffing needs. When significant temporary and less than full-time staffing needs are anticipated, CPOCs should consider the use of open-continuous announcements. The Madigan Army Medical Center at Fort Lewis, Washington, is excluded from MEDCELL servicing. The West CPOC will provide all staffing services for their positions, including delegated examining services.

(3) Candidates who have status or who are eligible for appointment under the Veterans Recruitment Appointment Authority (VRA), the Veterans Employment Opportunity Act (VEOA), or other appointing authorities should be considered by the servicing CPOC using the appropriate competitive or non-competitive placement method. For example, a merit promotion announcement must be issued to consider VEOA candidates or status candidates competing for promotion; VRA candidates may be referred non-competitively.



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b. **Participation in Job Fairs:**

(1) Participation in job fairs to recruit candidates for medical positions covered by the NCCPOC MEDCELL will be coordinated and led by the MEDCELL participation in locally sponsored, non-Army job fairs is at the discretion of the CPOC. The CPOC should advise the MEDCELL of any plans to participate in a non-Army medical job fair.

(2) MEDCELL or CPOC recruiters who attend the job fair are recruiting for DA. Candidates should be referred to the MEDCELL or CPOC, as appropriate, regardless of who is recruiting. Recruiters who attend job fairs should keep track of the number of valid applications received as a result of the job fair.

3. The CHRA point of contact is Lyn Krout, (410) 306-1755 or DSN 458-1755, or email, linda.krout@chra.army.mil.

Enclosure

Candace Kelling
for MICHAEL L. VAJDA
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Resources Agency

Occupational Series Covered by the NCCPOC MEDCELL

GS-180	Psychologist
GS-185	Social Worker
GS-601	General Health Science
GS-602	Physicians/Doctors
GS-603	Physician Assistant
GS-610	Nurse
GS-630	Dietician
GS-631	Occupational Therapist
GS-633	Physical Therapist
GS-644	Medical Technologist
GS-660	Pharmacist
GS-662	Optometrist
GS-665	Speech Pathologist/Audiologist
GS-667	Orthotist and Prosthetist
GS-668	Podiatrist
GS-680	Dental Officer
GS-690	Industrial Hygienist
GS-701	Veterinarian

Occupational Series Covered by the DoD or OPM Direct Hire Authority

GS-602	Physicians/Doctors
GS-603	Physician Assistant
GS-610	Registered Nurse
GS-620	Nurse
GS-647	Diagnostic Radiologic Technologist
GS-660	Pharmacist
GS-662	Optometrist
GS-665	Audiologist
GS-668	Podiatrist
GS-680	Dental Officer
GS-681	Dental Assistant
GS-682	Dental Hygienist
GS-683	Dental Lab Technician